

ADMINISTRATIVE OFFICE OF THE U.S. COURTS

JOB OPPORTUNITY #: 97-OHRS-071

POSITION: Administrative Analyst, 301

SALARY RANGE: \$45,939 - \$86,125

Opening Date: 05/30/97

Closing Date (for receipt of applications): 06/20/97

OFFICE:

Office of Human Resources and Statistics
Human Resources Division
Systems Modernization Staff
Washington, D.C.

AREA OF CONSIDERATION:

Washington, D.C. Metropolitan Area -- All Sources

SALARY POTENTIAL: \$86,125

This is a temporary position not-to-exceed 4 years.

SALARY AND BENEFITS INFORMATION: Most positions in the Administrative Office (AO) are classified and paid under a broad-banded system which combines General Schedule (GS) grades and pay. Salary is set commensurate with experience. Federal benefits are available for most positions according to federal guidelines.

MISSION STATEMENT: The Administrative Office (AO) is part of the Judicial Branch of the Federal Government and operates as an independent excepted service agency. The AO provides management support and services to the federal courts (except the Supreme Court) in three essential areas: administrative support, program management, and policy development. The AO is responsible for advocating and implementing the policies of the Judicial Conference of the United States and supporting the network of Conference committees. The AO is the focal point for judiciary communication, information, program leadership, and administrative reform. The federal court system consists of over 28,000 employees, including approximately 1,650 Federal Judges, working in more than 800 locations throughout the 50 states and U.S. territories. The AO also supports program activities in the areas of court administration, defender services, and federal corrections and supervision of offenders.

DUTIES AND RESPONSIBILITIES: Duties to be performed include but are not limited to:

1. Managing various interim database applications within the Human Resources Division (system administrator, troubleshooting, liaison with contractor, etc.);
2. Helping consumers of HR and personnel information with queries, analysis, reports, downloads and related analytic tools;
3. Developing strategies for enabling court and AO managers to access information on their own using features and capabilities of the new personnel system;
4. Identifying opportunities and mechanisms for improving the quality, completeness, and accuracy of current personnel/payroll data prior to conversion to the new system;
5. Working with contractor and current system staff to plan for the conversion of data prior to testing and implementation; and
6. Advising the project manager on all topics involving data availability, policies, security, current technology, and related matters.

QUALIFICATION REQUIREMENTS: Applicants must have **one year of specialized experience** which is in or directly related to the line of work of this position and which has equipped the applicant with particular knowledge, skills, and abilities to successfully perform the duties of this position. This requirement is according to the AO Classification, Compensation, and Recruitment Systems (AOCCRS) which includes interpretive guidance and reference to the OPM Operating Manual for Qualification Standards For General Schedule Positions.

QUALITY RANKING FACTORS (QRF): Applicants must submit a narrative statement addressing factors 1-4 listed below **(MANDATORY)**. Applicants are encouraged to submit a narrative statement addressing factors 5 and 6 **(OPTIONAL)**. Each factor should be addressed separately and include the applicant's involvement in the activity.

1. Demonstrated knowledge of PC (x-base) and client-server database technologies, tools, and trends.
2. Experience with information systems generally and user interfaces in particular.
3. Ability to work patiently with users to assist them in defining their information needs, query objectives, and report formats.
4. Ability to communicate, orally and in writing, with clarity and regard for the knowledge of the audience.
5. Knowledge of the judiciary or demonstrated work with senior level consumers of information.
6. Experience with automated personnel/payroll systems.

FOR FURTHER INFORMATION ON THIS ANNOUNCEMENT CONTACT: Charlene Green **ON:** (202) 273-2772

PLEASE SEE HOW TO APPLY AND CONDITIONS OF EMPLOYMENT FOR DETAILED INSTRUCTIONS.

THE AO IS AN EQUAL OPPORTUNITY EMPLOYER.

HOW TO APPLY:

- > Your application must be in the AO Personnel Office (address below) by close of business on the closing date.
 - > Your application should include all of the information listed under the section, "**APPLICATION INFORMATION.**"
 - > You may choose to submit a signed and dated **OF-612 (Optional Application for Federal Employment)**, OR any other application format.
 - > Incomplete applications will not be considered. Also see brochure **OF-510 (Applying for a Federal Job)**.
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APPLICATION INFORMATION (as listed on the OF-612 and in brochure OF-510): To receive full consideration for this position, ensure your application addresses all the information listed below; otherwise, you may be considered ineligible for this position.

- > **Announcement Number:** The Job Opportunity Announcement number must be clearly indicated on the front page of your application.
- > **Personal Information:** Full name, mailing address, day and evening area code and phone numbers; social security number; country of citizenship; title, series, grade or pay level, and dates of highest federal civilian position held.
- > **Veterans' Preference:** If claiming 5-point veterans' preference, you must attach a copy of your DD-214, Certificate of Release or Discharge from Active Duty, or other proof of eligibility. If claiming 10-point veterans' preference, you must attach an SF 15, Application for 10-Point Veterans' Preference, plus the proof required by that form.
- > **Your Education:** High school (name, city, and state), date of diploma or GED; colleges or universities (name, city, and state); your majors, type and year of any degrees received. DO NOT include a copy of your college transcript or a listing of your specific credit hours unless there are specified educational requirements or you are trying to qualify based on substituting education for experience (see Qualifications).
- > **Work Experience:** For job-related experience give your job title, duties, accomplishments, employer's name and address, supervisor's name and phone number (indicate if we may not contact your current supervisor), starting and ending dates (must include month and year), work hours per week, and annual salary.
- > **Other Qualifications:** List any job-related training courses; skills (such as, languages, computer software/hardware, typing speed, tools, machinery); current certificates and/or licenses; honors, awards, and special accomplishments (such as, publications, memberships in professional or honor societies, leadership activities, public speaking, and performance awards).
- > **Performance Appraisals:** You are encouraged to submit your most recent annual performance appraisal or letter of recommendation(s).
- > **Additional Information: Quality Ranking Factors 1 - 4 are Mandatory. Quality Ranking Factors 5 and 6 are Optional.**

ADDRESS:

(for hand delivery)

One Columbus Circle, NE
Suite G-200
Washington, DC
(Union Station Metro)

(for mailing)

Administrative Office of the U.S. Courts
AO Personnel Office, Suite G-200
Washington, DC 20544

CONDITIONS OF EMPLOYMENT: Applicants are advised that false answers or omissions of information on any application materials or inability to meet the following conditions may be grounds for nonselection, withdrawal of an offer of employment, or dismissal after being employed.

- > All information is subject to verification.
 - > Selection for this position is contingent upon completion of OF-306, Declaration for Federal Employment during the pre-employment process.
 - > Selection for this position is contingent upon proof of U.S. citizenship. Acceptable proof of citizenship includes: (1) a U.S. passport **or** original or certified copy of a birth certificate issued by a state, county, or municipal authority **and** (2) photo identification (e.g., driver's license).
 - > All new employees of the AO must identify a financial institution for direct deposit of pay before appointment.
 - > If selected for first-time appointment to the Federal Government, you may be required to serve a trial period. Failure to successfully complete the trial period may result in termination of employment.
 - > If selected for a supervisory or managerial position, you may be required to serve a probationary period. Failure to successfully complete the probationary period can result in return to a position comparable to the one held immediately before this supervisory assignment or if you were not a federal employee before this assignment then you may be moved to a position one level below this supervisory position.
 - > Relocation expenses will not be provided unless specifically authorized by the Director of the AO.
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GENERAL INFORMATION:

- > Applications must be received in the AO Personnel Office by the closing date of this announcement.
- > Application and enclosure(s) will not be returned.
- > More than one selection may be made from this announcement.

FOR ADDITIONAL AO JOB LISTINGS, PLEASE CALL: (202) 273-2760